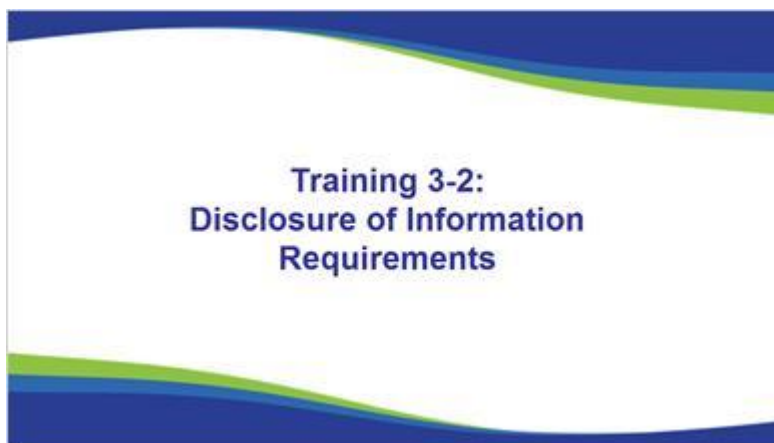




Choice Training 3-2: Disclosure of Information

1. Disclosure of Information (Final)

1.1 Training 3-2:



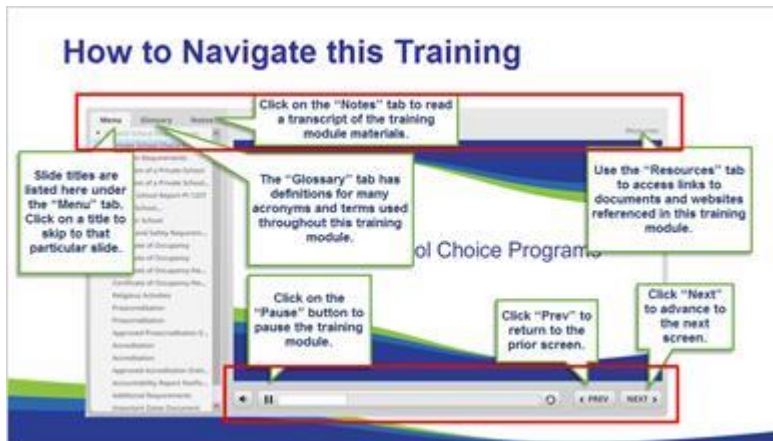
Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the requirements for Disclosure of Information for all schools that participate in the Choice programs. We also refer to these requirements as the "August 1st Requirements." Together we'll go over specifically s. 119.23(6M) and 118.60(6M) and other supporting statutes to assist you in creating the Disclosure of Information that is required by state statutes. We have provided links to the statutes at the top of the training module screen.



3-2.2 How to Navigate this Training Module



Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the “Menu” tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

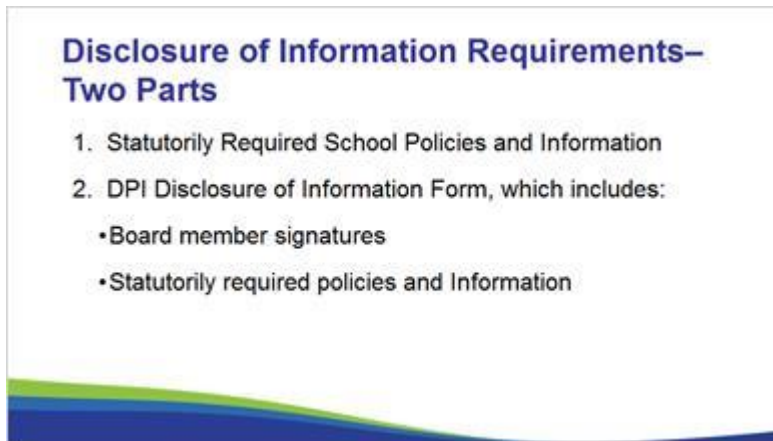
Acronyms and terms that are used throughout this training are defined under the “Glossary” tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the “Notes” tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the “Resources” link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

3-2.3 Disclosure of Information Requirements– Two Parts



Notes:

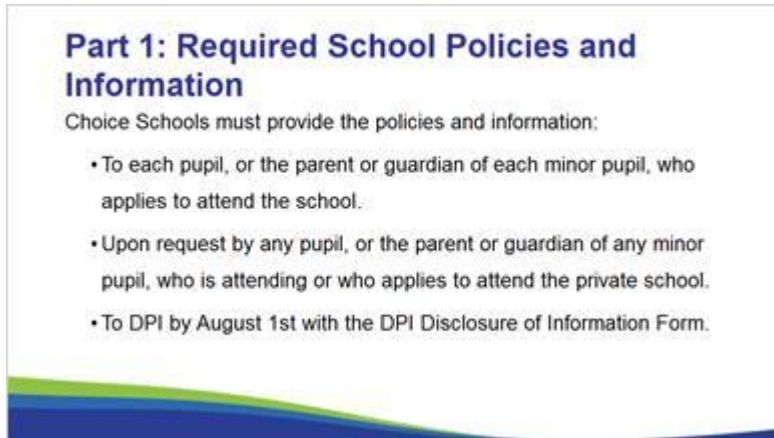
All schools must meet the Disclosure of Information requirements to be able to participate in the program. There are two main parts of Disclosure of Information. They are often commonly referred to as the “August 1 Disclosures” because the information is due to DPI no later than August 1st. In this training we will review each part of the Disclosure of Information in more detail and explain the attendance data reporting requirement that all Choice schools must also meet.

The first part of the Disclosure of Information are the statutorily required school policies and information that must be provided to applicants and the department. The required policies and information cover your school’s organizational structure, certain school policies, academic standards, and school governance. Private schools participating in the Choice program develop and implement these items based on guidelines in the statutes.

The second part of the requirement is completion and submission of the DPI Disclosure of Information Form. The DPI Form is found on our website and we have provided a link in the resources tab at the top of this training screen.

Each year on or before August 1st all Choice schools must provide to DPI the Disclosure of Information Form. Schools first participating in the Choice program must attach a copy of their school’s statutorily required policies and information, and continuing Choice schools must provide copies of any updates that have been made to the school’s policies and information that is provided to Choice parent and students. All schools must have all board members sign the form each year.

3-2.4 Part 1: Required School Policies and Information



Part 1: Required School Policies and Information

Choice Schools must provide the policies and information:

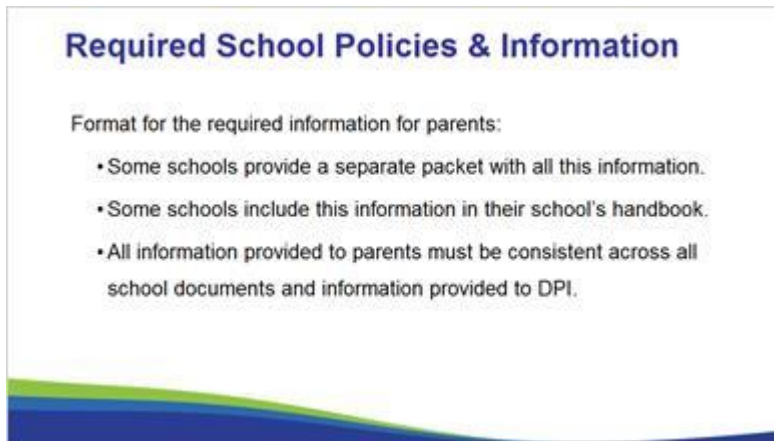
- To each pupil, or the parent or guardian of each minor pupil, who applies to attend the school.
- Upon request by any pupil, or the parent or guardian of any minor pupil, who is attending or who applies to attend the private school.
- To DPI by August 1st with the DPI Disclosure of Information Form.

Notes:

The first part of the Disclosure of Information, the statutorily required school policies and information, must be provided to each Choice student or parent that applies to attend your school. Schools must also provide the policies and information upon request by a student or parent of a student who is attending the school. In addition by August 1, all schools must provide this information to DPI as instructed on the DPI Disclosure of Information form.

While this information is not due to DPI until August 1, we strongly encourage schools to have DPI review their school policies and information prior to providing it to Choice applicants during your first open application period that begins on February 1st.

3-2.5 Required School Policies & Information



Notes:

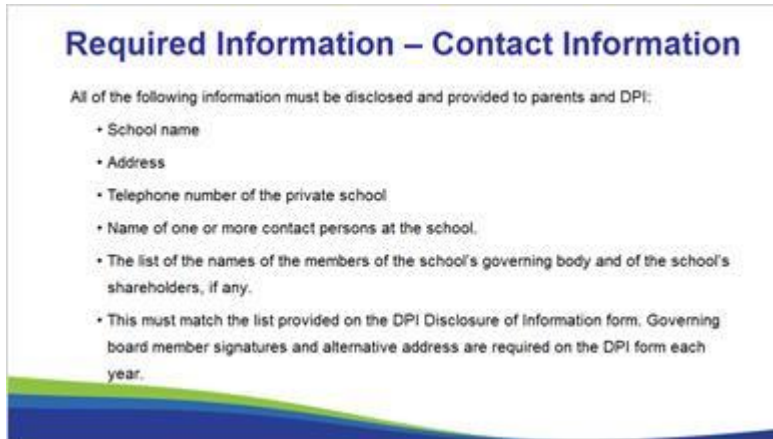
There are many ways to provide the statutorily required policies and information to Choice parents.

Many schools create and provide the required school policies and information as a separate packet from existing school materials. Other schools may incorporate the required policies and information in the school's parent/student handbook.

Regardless of the format, it is required to be provided to all Choice parents who apply and upon request.

At times, DPI may receive requests or complaints from parents. If there is a dispute about a school's policy we will refer to the school's Disclosure of Information form and attached school policies and information. Therefore, Choice schools must make sure that the policies provided to DPI match the school's policies and information in all school materials that will be provided to parents.

3-2.6 Required School Policies & Information



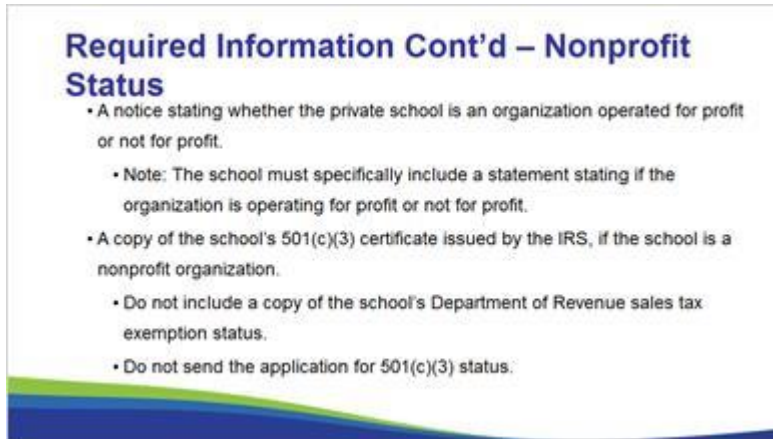
Notes:

All of the information on the following screens is required by statutes to be provided to Choice parents and to DPI as part of your school's policies and information.

We will begin with the contact information. This must include the following: the name, address, telephone number of the private school, and a list of one or more contact persons at the school for Choice parents to call.

It must also include a list of names of all the members of the schools governing body or the school's shareholders, if any. This list of board members in the school's Disclosure of Information must match the list on the DPI's Disclosure of Information Form.

3-2.7 Required School Policies & Information



Required Information Cont'd – Nonprofit Status

- A notice stating whether the private school is an organization operated for profit or not for profit.
 - Note: The school must specifically include a statement stating if the organization is operating for profit or not for profit.
- A copy of the school's 501(c)(3) certificate issued by the IRS, if the school is a nonprofit organization.
 - Do not include a copy of the school's Department of Revenue sales tax exemption status.
 - Do not send the application for 501(c)(3) status.

Notes:

The school must specify in the required policies and information if the school is a nonprofit organization or not.

If the school is a nonprofit you must include a copy of the school's 501(c)(3) certificate issued by the Internal Revenue Service. The 501(c)(3) certificate is not the Wisconsin Department of Revenue's sales tax exemption certificate or the IRS application for tax exempt status. If the private school's name is not listed on the 501(c)(3) certificate you must also provide clear evidence that the school operates under the entity listed on the IRS 501(c)(3) certificate, such as an organization directory, and Articles of Incorporation or Charter.

Please note schools may need to provide the school's 501(c)(3) certificate with the school's name or evidence that your school operates under the entity listed on the certificate for other Choice program requirements such as school budget requirements.

3-2.8 IRS Certificate



Notes:

This is an example of a 501(c)(3) certificate issued by the IRS. As we previously mentioned, if the private school's name is not listed on the 501(c)(3) certificate you must also provide clear evidence that the school operates under the entity listed on the IRS 501(c)(3) certificate, such as an organization directory, Articles of Incorporation, or Charter.

3-2.9 Student Testing

Required Policies– Application Appeals Process

The appeals process used if the private school rejects an applicant.

- Schools may only reject a student choice application if the student does not meet program requirements .
- Schools must conduct a random selection, if applicable, within one week of the end of the open application period and before the count date. Therefore, there is a limited time for appeals.

Notes:

Your school also needs to have a policy on how a private school's decision to reject a student application may be appealed.

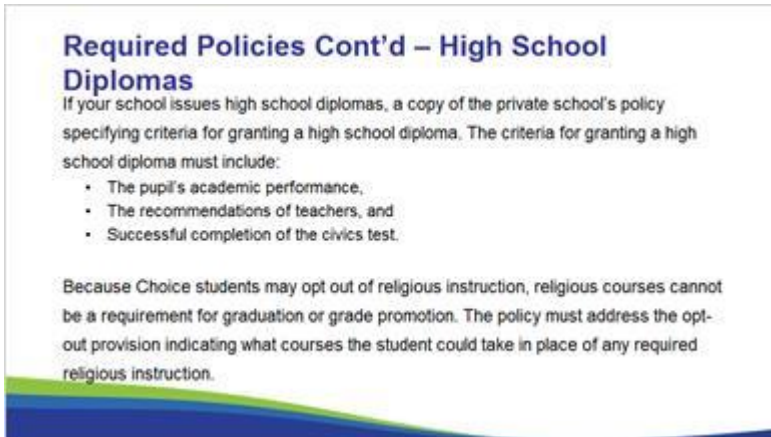
Questions to consider: How does a parent submit an appeal? Must it be submitted to certain school staff and in a certain format? When must the appeal be submitted? How will the Choice parent be notified of the process and appeal decision?

If a student meets the income, residency and age requirements (and additionally for the Racine and Wisconsin Parental Choice Program the prior year school attendance requirement) you must accept the student's Choice application and include it in a random drawing if applicable.

This means that schools can only reject a Choice student application if the application is received outside of the open application period or if the Choice applicant does not meet the income eligibility requirements, residency requirements, age requirement, and the prior year school attendance requirement for WPCP and RPCP.

Schools participating in the Milwaukee Parental Choice Program, or MPCP, and the Racine Parental Choice Program, or RPCP, must conduct a random drawing within one week of the end of the open application period and before the count date; therefore, we recommend that schools include a time line for requesting appeals by the Choice applicants. Schools in the statewide Wisconsin Parental Choice Program (WPCP) will have DPI do the random drawing. WPCP schools will accept applications from Feb. 1 through April 20 and provide final verification to DPI by May 1. Therefore WPCP schools will need to receive appeals soon after April 20 to address the appeal prior to May 1.

3-2.10 Required Policies Cont'd – High School Diplomas



Required Policies Cont'd – High School Diplomas

If your school issues high school diplomas, a copy of the private school's policy specifying criteria for granting a high school diploma. The criteria for granting a high school diploma must include:

- The pupil's academic performance,
- The recommendations of teachers, and
- Successful completion of the civics test.

Because Choice students may opt out of religious instruction, religious courses cannot be a requirement for graduation or grade promotion. The policy must address the opt-out provision indicating what courses the student could take in place of any required religious instruction.

Notes:

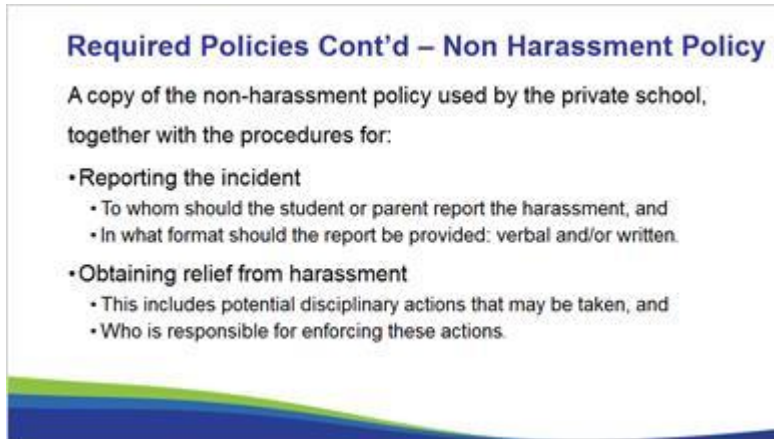
You must also include the school's criteria for granting a high school diploma. If your school does not grant a high school diploma your required policies must state that clearly.

If your school grants high school diplomas your school's policies must include following the criteria:

- The pupil's academic performance,
- Recommendation of teachers, and
- The successful completion of the civic test.

Additionally, schools must make it clear in their policies and information that the Choice parent may opt his or her student out of religious activities, including religious instruction. Many schools may have religious instruction as part of their requirements for grade promotion or graduating from high school. The school's policy must indicate what courses would replace any religious instruction if a parent opts his or her student out of religious activities.

3-2.11 Required Policies Cont'd – Non Harassment Policy



Notes:

Another statutorily required school policy is the non-harassment policy used by the private school.

The policy must list the school's procedures for reporting a harassing incident. Questions schools should consider when writing the policy include:

- To whom should the parent or student report the harassment?
- What format should be used to report the incident? Should it be in writing?
- What steps would the person receiving the report take after an incident has been reported?
- How will the school follow up with the individuals involved?

The policy shall also include how the school will ensure the individual will be able to obtain relief from the harassment. This may include possible disciplinary action.

The policy must cover all types of harassment.

3-2.12 Required Policies Cont'd – Suspension and Expulsion and Appeal Procedures



Notes:

Your school's Disclosure of Information must also include a copy of the school's suspension and expulsion policies and procedures for appealing a suspension or expulsion.

The school must list what types of conduct that could result in suspension or expulsion, when the parent will be provided notice and the consequences for being suspended or expelled.


The policy for suspension and expulsion must also include the procedures for appeal. The appeal procedure should include when appeals must be made and how appeals must be submitted. It should also include who will make the final decision, how the decision will be communicated to the parent and pupil and when the decision will be made.

3-2.13 Required Policies Cont'd – Transfer Coursework

Required Policies Cont'd – Transfer Coursework

A copy of School's policy for accepting and denying transfer credits or coursework:

- This requirement is for all schools, not just high schools.
- Must explain how the school will evaluate coursework and accept or deny the coursework or credits earned at another school.
- Indicate process for determining grade placement.



Notes:

Choice students may transfer to your school from another school. Under state law, your school must have a policy provided in the school's Disclosure of Information regarding your procedures for accepting or denying the credits or the coursework from other schools. Your school must indicate how it will determine what coursework or credits will be accepted from other schools and the process for how the school will determine grade placement for transferring Choice students.

All school's must have this policy, not just high schools.

3-2.14 Required Policies Cont'd – Visitor Policy

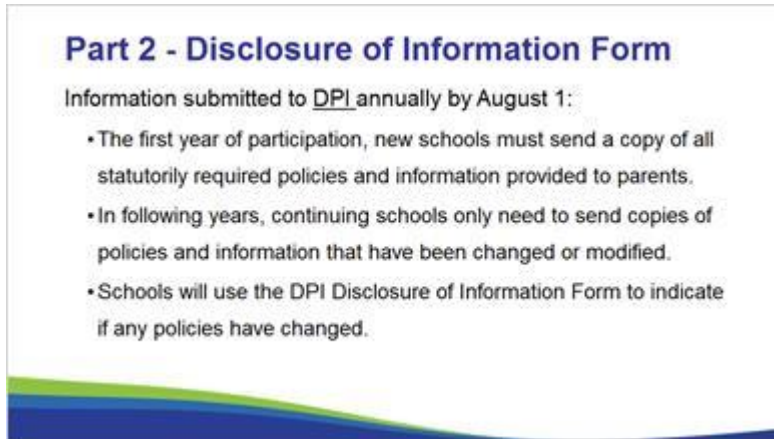


Notes:

The Disclosure of Information shall include the school's policy governing visitors and visits to the school. Schools must consider and explain how the school will manage visits. Items a school may want to consider when developing this policy include:

- Will the visitor have to enter the school at a particular entrance?
- Will the visitor have to check in at the main office?
- Will there be an ID required? Will the visit have a time limit?

3-2.15 Part 2 - Disclosure of Information Form



Notes:

A school first participating in the Choice program must complete the DPI Disclosure of Information form, attach all required policies and information and provide the form and attachment to DPI by August 1. A continuing private school must submit the form and attach any updated policies and information by August 1.

As mentioned earlier, the policies must be provided to Choice parents when they apply. The first application period for the Choice programs starts February 1st, therefore, policies must be ready to distribute before February 1st. We strongly encourage your school to submit to DPI the required policies and information for review before February 1 to ensure the required policies and information meet the statutory requirements.



3-2.16 Disclosure of Information Form and Signatures

Notes:

Here is copy of DPI's Disclosure of Information form which must be submitted prior to August 1st of each year. It is a two page form consisting of 5 sections.

The form must be filled out completely with the original signatures from the Choice Administrator and each member of the school's governing board, if applicable. Schools must submit this form with the original signatures, and the required policies or updates, if applicable, to DPI by August 1st. Failure to timely submit the required form and policies may result in DPI withholding payments to the school. We strongly recommend that your school plans in advance of the deadline to collect the required signatures of the school Choice administrator and all the school's governing board members, if applicable.

The form also collects the address of each school board member. This additional address should not be the school's address. The board member's address is used for communicating appeal rights to legal orders that may disqualify a school board member from working or volunteering at a Choice School.


The DPI Disclosure of Information form is located in the School Submitted Reports and Forms tabs of the Choice webpage. Also, a link to the DPI Disclosure of Information Form can be accessed in the resource tab at the top of this training module screen.

3-2.17 Additional Required Information

Additional Required Information

Schools must provide attendance data and academic standards information:

- To DPI annually by August 1; and,
- Upon request by any pupil or parent attending or applying to attend.




Notes:

Wisconsin law requires Choice schools to provide attendance data and academic standards information in addition to the Disclosure of Information. This information must also be provided to the DPI annually by August 1st, to Choice parents or student applicants, and be made available upon request.

3-2.18 Additional Information Cont'd – Attendance Data

Additional Information Cont'd – Attendance Data

- The number of choice pupils attending the private school in the previous school year.
- The number of non-choice pupils attending the private school in the previous school year.
 - When reporting this information to DPI, schools must submit the data in OAS.
 - NOTE: This is attendance data, not count data.



Notes:

The school must provide information regarding the number of Choice pupils that attended the private school in the previous school year and the number of non-Choice pupils that attended the private school in the previous school year.

This information will be reported to DPI and will be submitted by using the Online Application system, or OAS. The report is called the “Aug 1 Non-Choice” and is due August 1st. Please note this is attendance data and not count data.

3-2.19 Additional Information Cont’d – Academic Standards

Additional Information Cont’d – Academic Standards

Provide a copy of the academic standards adopted by the private school in mathematics, science, reading and writing, geography, and history:

- The private school may adopt the Pupil Academic Standards issued by the governor as Executive Order no. 326, dated January 13, 1998 (Wisconsin Model Academic Standards.)
- To meet this requirement, your school must submit a copy of the specific standards used by the school for the above listed subject areas. A general overview of activities that will take place is insufficient. Standards need to address what students in each grade should know and be able to do in each subject area.

Notes:

Choice schools must also provide the academic standards adopted by the private school in all of the following subjects: mathematics, science, reading and writing, geography, and history. Each subject should be specifically listed and developed for each grade.

Standards are distinct from the curriculum that is used by the school. Standards are not a general overview of activities that will take place. Academic standards must address what students will know and be able to complete in each subject area. The standards must cover each grade for which the school teaches.

Schools can meet this requirement by adopting the Pupil Academic Standards issued by the governor as Executive Order no. 326, dated January 13, 1998 (Wisconsin Model Academic Standards).

Schools will indicate the academic standards adopted by the school on its Disclosure of Information form. A school does not have to send DPI a copy of the academic standards if the school can provide a website link to the standards. If no link is available, the school must send a copy of the academic standards to the department. Remember academic standards must be provided to parents upon request.



Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.